

# **BROOKINGS COUNTY COMMISSION MEETING**

## **TUESDAY, DECEMBER 27, 2016**

The Brookings County Board of County Commissioners met in regular session on Tuesday, December 27, 2016 with the following members present: Ryan Krogman, Larry Jensen, Stephne Miller, Lee Ann Pierce, and Tom Yseth.

### **CALL TO ORDER**

Chairperson Krogman called the meeting to order.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **APPROVAL OF AGENDA**

The agenda for the December 27, 2016 Commission Meeting was approved without objection.

### **CONSENT AGENDA**

Motion by Jensen, seconded by Yseth to approve the consent agenda. Motion carried. The consent agenda consisted of the minutes from the December 20, 2016 Commission Meeting.

Travel Requests: Sean Doremus to attend the 2017 South Dakota Drug Recognition Expert Training Course on December 16<sup>th</sup>-27<sup>th</sup> in Aberdeen.

Personnel Action Notices: new hire- Part-time Correctional Officer Thomas Kach at \$16.99, effective December 14, 2016; new hire- Part-time Correctional Officer Angela Strohfus at \$16.99, effective December 14, 2016.

### **ROUTINE BUSINESS**

#### *Department Head Reports*

County Development Director Robert Hill discussed upcoming dates. Hill said the Elkton shelter opened up over the weekend due to the severe storms. Hill said he spoke with the neighboring landowner of the Gun Club and expressed the Gun Club's concerns.

Hill thanked Commissioner Yseth for his years of service.

Krogman expressed his concerns of not sending a letter to all parties. Krogman said he would like to have a written letter on record.

Finance Officer Vicki Buseth said the levies were approved by the state. She said tax notices will be mailed sometime in January. Buseth also thanked Commissioner Yseth for his years of service.

Sheriff Martin Stanwick said the county had minimal damage over the weekend. Stanwick said he and Jail Administrator Bart Sweebe had a conference call with the architect regarding the jail expansion. He said they talked about the cost and a schedule, which will be discussed further at the next Jail Expansion Meeting. Stanwick said the expansion could cost around \$8-\$9 million.

## **REGULAR BUSINESS**

Motion by Miller, seconded by Jensen to approve and authorize Chairperson Krogman to sign a letter of intent for the purchase of the Outdoor Adventure Center.

Pierce asked who would be receiving the letter. Krogman said the city, the OAC, and the OAC's lender. Krogman said the OAC was looking for a letter of intent, and it's also a public notice that the county is moving forward. Pierce said the letter of intent should include the proper legal name. Krogman said the letter of intent is a bit vague, but the purpose is to let everyone know they are moving forward.

Deputy States Attorney Teree Nesvold recommended several changes to the letter. Miller and Jensen agreed to have their motion and second include those changes.

Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye."  
Motion carried.

Motion by Jensen, seconded by Miller to approve and authorize Chairperson Krogman to sign Agreement #16-107: an independent contractor agreement between Brookings County and Brenda Colombe. Background information was provided by Finance Officer Vicki Buseth.

Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye."  
Motion carried.

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Krogman to sign Resolution #16-44: a resolution approving the FY2017 Official Pay Plan for Brookings County. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Jensen "aye," Pierce "aye," Yseth "aye," Miller "aye," Krogman "aye."  
Motion carried.

## **RESOLUTION #16-44**

### **A RESOLUTION SETTING THE OFFICIAL PAY PLAN FOR 2017**

Be it resolved by the governing body of Brookings County, South Dakota:

That the official Pay Series and Management Salary Compensation increase as indicated in the attachments hereto is administered for the year 2017 to become effective January 1, 2017.

Passed and approved this 27<sup>th</sup> day of December, 2016.

Ryan Krogman  
Chairperson  
Brookings County Commission

ATTEST:

Vicki Buseth  
Finance Officer  
Brookings County

**Commission Department (HR & Technology)**

	<b>FTE</b>	<b>GRADE</b>
Commission Department Director	1	E-13
County Commissioners	2.5 (5 @ .5)	Non-graded position
Information Technology Support Specialist	1	N-9
GIS Technician	1	N-9
HR Specialist	1	N-8
Office Coordinator	1	N-5
General Maintenance Worker	2	N-3

**County 4-H**

	<b>FTE</b>	<b>GRADE</b>
PT 4-H Program Assistant	1 (2 @ .5)	N-5 (Step 1 & Step 2 only)

**County Health**

	<b>FTE</b>	<b>GRADE</b>
Administrative Assistant	1	N-4
PT Administrative Assistant	.6	N-4 (Step 1 & Step 2 only)

**County Development Department**

	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Office Manager	1	N-5

**Equalization Department**

	<b>FTE</b>	<b>GRADE</b>
Director	1	E-11
Deputy Director	1	N-9
Appraiser	3	N-6
Administrative Assistant	2	N-4

**Finance Department**

	<b>FTE</b>	<b>GRADE</b>
Finance Officer	1	E-12
Deputy Director	1	N-8
Senior Finance Assistant	2	N-6
Finance Assistant II	1	N-5
Finance Assistant	3	N-4
Temporary Election Worker	1 (4 @ .25)	Non-graded position

**Highway Department**

	<b>FTE</b>	<b>GRADE</b>
Highway Superintendent	1	E-13
Lead Foreman	1	N-9
Road Foreman	1	N-8
Shop Mechanic	1	N-7
Equipment Fabricator/Welder	1	N-7
Heavy Equipment Operator	6	N-6
Office Manager	1	N-5
Equipment Operator	5	N-5
Sign Technician	1	N-5

Truck Driver	1 (2 @ .5-split employee)	N-3
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#### Register of Deeds

	FTE	GRADE
Register of Deeds	1	E-11
Deputy	1	N-6
Administrative Assistant	1	N-4

#### Sheriff's Department

	FTE	GRADE
Sheriff	1	E-15
Assistant Sheriff	1	E-12
Jail Administrator	1	E-11
Deputy-Sergeant	3	N-10
Deputy	7	N-8
Courthouse Sheriff's Deputy	1	N-8
Correctional Officer	7	N-5
Office Manager	1	N-5
Administrative Assistant	1	N-4
PT Deputy Sheriff	1 (2 @ .5)	N-8 (Step 1 & Step 2 only)
PT Correctional Officer	6 (12 @ .5)	N-5 (Step 1 & Step 2 only)
Detention Center Nurse	.25	Non-graded position
Animal Control Officer	.25	Non-graded position
Jail Greeter	.5	Non-graded position

#### State's Attorney

	FTE	GRADE
State's Attorney	1	E-19
Chief Deputy State's Attorney	1	E-15
Deputy State's Attorney	1	E-13
Victims/Witness Assistant/Office Administrator	1	N-8
Legal Assistant	3	N-7
Intern	1	Non-graded position

#### Veterans & Human Services Department

	FTE	GRADE
Director	1	E-11
Deputy Director	1	N-6

#### Weed Department

	FTE	GRADE
Supervisor	1	E-7
PT Weed Enforcement & Bio Control Officer	.5	N-4 (Step 1 & Step 2 Only)
Truck Driver	1 (2 @ .5-split employee)	N-3
Seasonal Truck Driver	.5	N-3 (Step 1 & Step 2 Only)
ATV Driver	1 (2 @ .5)	N-3 (Step 1 & Step 2 Only)

N=Non-Exempt Position; E=Exempt Position

#### 2017 Wage Ranges

##### Pay

Grade	Minimum	Mid-Point	Maximum
1	\$26,915.00	\$30,311.00	\$34,135.00

2	\$28,940.00	\$32,591.00	\$36,703.00
3	\$31,113.00	\$35,038.00	\$39,459.00
4	\$33,443.00	\$37,662.00	\$42,414.00
5	\$35,951.00	\$40,487.00	\$45,595.00
6	\$38,648.00	\$43,523.00	\$49,014.00
7	\$41,547.00	\$46,789.00	\$52,692.00
8	\$44,663.00	\$50,298.00	\$56,644.00
9	\$48,013.00	\$54,070.00	\$60,892.00
10	\$51,614.00	\$58,125.00	\$65,459.00
11	\$55,485.00	\$62,485.00	\$70,368.00
12	\$59,646.00	\$67,171.00	\$75,646.00
13	\$64,119.00	\$72,208.00	\$81,318.00
14	\$68,928.00	\$77,624.00	\$87,417.00
15	\$74,098.00	\$83,446.00	\$93,974.00
16	\$79,655.00	\$89,704.00	\$101,022.00
17	\$85,629.00	\$96,432.00	\$108,598.00
18	\$92,051.00	\$103,665.00	\$116,743.00
19	\$98,955.00	\$111,439.00	\$125,499.00

#### **Non-Graded Part-Time Positions**

E	County Commissioners	\$17,224
N	Detention Center Nurse	\$22.00
N	Animal Control Officer	\$25.83
N	Internships	\$11.00
N	Jail Greeter	\$11.50
N	Temp Election Workers	\$11.00

Motion by Pierce, seconded by Jensen to approve and authorize Chairperson Krogman to sign Resolution #16-45: a resolution authorizing the appointment of an additional Deputy State's Attorney.

Roll call vote: Pierce "aye," Yseth "aye," Miller "aye," Jensen "aye," Krogman "aye."  
Motion carried.

#### **RESOLUTION #16-45**

#### **A RESOLUTION AUTHORIZING THE APPOINTMENT OF AN ADDITIONAL DEPUTY STATE'S ATTORNEY**

WHEREAS, SDCL 7-16-3 authorizes the State's Attorney to appoint one deputy state's attorney and requires authorization by the Board of County Commissioners, by resolution duly entered upon its minutes, for the appointment of any additional deputy state's attorneys; and.

WHEREAS, the Brookings County Fiscal Year 2017 Budget has funds allocated for an additional deputy state's attorney position; now therefore;

IT IS HEREBY RESOLVED that the Brookings County Board of County Commissioners authorizes the Brookings County State's Attorney to employ an additional full-time deputy state's attorney at the compensation rate established in Resolution #16-44: the Official 2017 Pay Plan and continued thereafter as amended in the county's budget process.

Passed and approved this 27<sup>th</sup> day of December, 2016.

Ryan Krogman  
Chairperson, Brookings County Commission

ATTEST:

Vicki Buseth  
Brookings County Finance Officer

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Krogman to sign Resolution #16-46: a resolution approving contingency transfers for FY2016. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Yseth "aye," Miller "aye," Jensen "aye," Pierce "aye," Krogman "aye."  
Motion carried.

**Resolution #16-46**  
**Contingency Transfers**

WHEREAS, the Brookings County Board of County Commissioners did approve a line for contingency transfers in the 2016 annual budget, and

WHEREAS, the Brookings County Board of County Commissioners finds it necessary to transfer from said contingency line.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners within and for the County of Brookings, State of South Dakota, that the following amount(s) and item(s) be transferred:

FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-130-4222 (Adult Defense)	\$35,000
	<i>Judicial System</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-130-4230 (Blood Tests)	\$2,500
	<i>Judicial System</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-212-4262 (Medicine/RX)	\$5,000
	<i>County Jail</i>	
FROM:	General Fund contingency line 101-4-112-4290	
TO:	101-4-212-4290 (Prisoner Rations)	\$20,000

*County Jail*

FROM: General Fund contingency line 101-4-112-4290  
TO: 101-4-441-4220 (Professional Services) \$8,000  
*Behavioral Health*

FROM: General Fund contingency line 101-4-112-4290  
TO: 207-4-225-4220 (Professional Services/Fees Brkgs City Dispatch) \$4,700  
*E911*

FROM: General Fund contingency line 101-4-112-4290  
TO: 226-4-222-4260 (Supplies & Materials) \$5,000  
*Emergency Management*

FROM: General Fund contingency line 101-4-112-4290  
TO: 248-4-212-4110 (Salaries) \$5,000  
*24/7*

Total Contingencies \$85,200

Ryan Krogman  
Chairperson  
Brookings County, South Dakota

ATTEST:

Vicki Buseth  
Finance Officer

Motion by Pierce, seconded by Miller to withdraw the automatic supplement, supplementing line 101-4-214-4291 with revenue from the Juvenile Justice Reinvestment Initiative for \$4,750.00. Background information was provided by Commission Department Director Stacy Steffensen and Finance Officer Vicki Buseth.

Roll call vote: Miller "aye," Jensen "aye," Pierce "aye," Yseth "aye," Krogman "aye."  
Motion carried.

**SCHEDULED AGENDA ITEM**

As scheduled at 9:00 a.m., Executive Director of Inter-Lakes Community Action Partnership Cindy Danningbring discussed the services they provide to Brookings County residents.

**REGULAR BUSINESS**

Motion by Miller, seconded by Jensen to transfer cash from budget line 101-4-221-4291 in the amount of \$40,516.33 to fund 759, the Brookings County Fire Trust Fund. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Jensen “aye,” Pierce “aye,” Yseth “aye,” Miller “aye,” Krogman “aye.”  
Motion carried.

The board discussed assigning fund balance dollars within the General Fund, Road & Bridge Fund and County Building Fund.

Miller suggested designating \$1 million dollars, which would put the county’s general fund surplus at year-end at approximately 32%. Miller reminded the board that they’ve spent a good share of contingency this year. Pierce said she would like to designate \$1.5 million, which would put the county at 28%.

By consensus, the board agreed to move \$1.25 million dollars. Krogman suggested adding a Detention Center line in the General Fund. Pierce asked if the board would consider putting away money for a future 4H facility.

Motion by Miller, seconded by Jensen to re-assign \$418,985 and \$150,000 in the County Building Fund 301 and assign it to the Detention Center line in the County Building Fund 301. Motion carried.

Motion by Krogman, seconded by Pierce to assign \$1 million dollars to a Detention Center line in General Fund 101. Motion carried.

Motion by Pierce, seconded by Jensen to assign \$250,000 to a future 4-H facilities line in the County Building Fund 301. Motion carried.

Chairperson Krogman presented a clock to retiring Commissioner Tom Yseth.

Commission Department Director Stacy Steffensen discussed upcoming dates. Steffensen thanked Commissioner Yseth for his guidance and years of service.

Deputy States Attorney Teree Nesvold thanked Commissioner Yseth for his years of service.

### **COMMISSIONERS’ REPORTS & DISCUSSION**

Commissioner Pierce continues to work with Deputy States Attorney Teree Nesvold on contract issues. Pierce thanked Yseth for his years of service.

Commissioner Jensen had nothing to report. Jensen thanked Yseth for his years of service.

Commissioner Miller had nothing to report. Miller thanked Yseth for his years of service.

Commissioner Krogman attended and discussed the BEDC Meeting. Krogman thanked Yseth for his years of service.

### **EXECUTIVE SESSION**

Motion by Miller, seconded by Jensen to enter into Executive Session at 9:50 a.m., in accordance with SDCL 1-25-2(4), Contract Negotiations. Motion carried. The board came out of Executive Session at 10:31 a.m. No action was taken.

### **ADJOURNMENT**



Motion by Miller, seconded by Jensen to adjourn. Motion carried. The next regular scheduled meeting is Tuesday, January 3, 2017 at 8:30 a.m.

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Jenna Peterson  
Finance Assistant II  
Brookings County

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